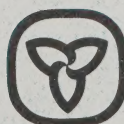


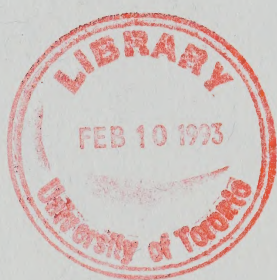
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Your Guide to the
**Ontario Women's Directorate
Community Grants Program**



Ontario
Women's
Directorate



The Ontario Women's Directorate has money for projects run by women to bring about positive changes for women in Ontario.

Does your project fit this description?

- Our project will run for 12 months or less.
- Our project addresses one or more of these issues:
 - violence against women
 - poverty and economic issues
 - workplace discrimination
 - the balance of paid work and family responsibilities.
- Our project involves girls or women from one or more of these groups:
 - aboriginal women
 - adolescent girls
 - elderly women
 - farm women
 - francophone women
 - immigrant and refugee women
 - lesbians
 - northern women
 - poor women
 - racial minority women
 - rural women
 - women with disabilities.
- We need less than \$24,000 from the Ontario Women's Directorate to run and complete our project.
- We are a non-profit group.

Read this handbook to find out how you can get funding from the Ontario Women's Directorate's Community Grants Program.

**Ce manuel
est
également
disponible
en français.**

Please feel free to photocopy this document
and credit the Ontario Women's Directorate.

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Printed on recycled paper.



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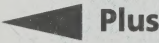
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The Ontario Women's Directorate Community Grants Program

**We are committed to achieving equality
for all women in Ontario.**

**What is
the OWD?**



The Ontario Women's Directorate (OWD) is an advocacy agency in the Ontario government. We work with women's groups, community, labour and business organizations, the public and governments to promote economic, legal and social equality for women in the province. We do this by co-ordinating programs, writing and reviewing policies, consulting, and educating the public. We also run a Community Grants Program.

We want to encourage women to organize projects which will bring about positive changes for women. We recognize the diversity among women.

The Community Grants Program funds projects throughout the province.

**We fund projects that run for 12 months
or less.**

**What is
a project?**



Our Community Grants Program provides funds for projects that have a beginning and an end and can be completed within 12 months. We are looking for new projects that meet women's needs.



We will not fund two similar projects in the same community.

We cannot fund a group's on-going activities or operating costs or provide start-up money for a new organization.

Our grants range from \$1,000 to \$24,000.

The amount of financial support we can provide depends on the project. Most of the grants we give are around \$11,000. Some are smaller, some are larger. We cannot give a project more than \$24,000.

We can fund up to 100% of the cost of a project.

Unfortunately, we do not have enough money to fund every worthwhile project. Please do not feel too discouraged if we do not accept your project for funding. Funding may be available from other sources. We encourage you to keep trying to get your project going.

We fund projects that are developed and run by women to bring about positive changes for women in Ontario.

We fund projects that address one or more of our priority issues:

- violence against women
- poverty and economic issues
- workplace discrimination
- the balance of paid work and family responsibilities.

How much money can we get?

What do you fund?

We encourage projects which meet the needs of girls or women in one or more of these groups:

- aboriginal women
- adolescent girls
- elderly women
- farm women
- francophone women
- immigrant and refugee women
- lesbians
- northern women
- poor women
- racial minority women
- rural women
- women with disabilities.

The Community Grants Program does not fund heritage projects, pure academic research, sports and recreation projects, medical and scientific research and arts projects including videos, films and theatrical productions.

We can only contribute funds to the Ontario portion of a national or international project.

We fund non-profit community organizations.

**Who do
you fund?**

▶ We fund non-profit groups, incorporated or unincorporated. We do not fund groups whose purpose is to make money.


The Community Grants Program does not fund municipal governments and agencies, hospitals, health care facilities, universities, colleges, school boards, independent artists, private film makers or individuals.

New, unincorporated groups need a sponsor for their project.

Unincorporated groups that have been operating for less than a year must be sponsored by an incorporated organization. This organization must sign the project application.

If we fund your project, we must send the cheque(s) to the sponsoring organization. Your sponsor is legally responsible, but the money is for your group to run your project.

We suggest that you and your sponsor discuss how you will manage your project's financial and administrative affairs when you are preparing your funding application. The details of this relationship with your sponsor are up to you and your sponsor.



Do we need a sponsor?

How to apply for funds

Are you interested in applying for project funds from the Community Grants Program?

We welcome all project ideas. Please complete Step 1 and send us a description of your project. If you would like to discuss a project with us, you can call the Community Grants office at (416) 314-0383 or (416) 314-0384. We accept all collect calls.

We have a two-step application process.

We have a two-step application process because we do not want you to spend time filling in all the details in our funding application form unless your project meets our basic guidelines.

What is a
letter of
intent?

Step 1 Send us a letter, briefly describing your project. A one or two page outline is all we are looking for. We call this letter the letter of intent.

- Tell us what you want to do. Why?
- How will the project make a difference for women in your community?
- How much do you estimate the project will cost?
- How much money will you need from us?

We will review your letter and decide if your project meets our basic funding guidelines. We look to see if it is on one of our priority issues and for one of our priority groups.

We consider the need for your project in your part of the province.

We get back to you about your letter in a few weeks. We may not be able to fund your project, but we may be able to put you in touch with other government agencies or private foundations which have money for projects.

If your project fits our funding priorities, we will send you an application form. Getting an application form does *not* mean your project will get funding. It means that your project meets our basic funding guidelines and that we want to know more about your group and what you are planning to do.

Step 2 Complete the application form. It asks for more details on your project and on its budget.

We review project applications three times a year.

We have three deadlines for applications—April 1, August 1 and December 1.

When we receive your completed, signed application form, we ask staff at the Ontario Women's Directorate to review it. We may also discuss your project with other funding agencies to see if we could share funding with them.

Then, project applications are reviewed at a special grants funding meeting and by the Minister Responsible for Women's Issues.

Who gets an application form?

When are funding decisions made?

It takes about three months from the deadline for applications for us to get back to you with news about the funding decision. So, if you send us a completed application form in February, it will be reviewed after April 1st and we will let you know about funding by the beginning of July.

It is a good idea to send in your completed application as soon as possible. This gives us time to get back to you if we have any questions or if we would like you to send us more information.

We support projects that have community support.

**Do we need
community
support?**



Projects that have support from other groups in a community are more likely to be successful. Working with other groups means that your project can benefit from their experience and can complement their activities. On our application form, we ask you to give us the names and telephone numbers of two people who can tell us about community support for your project.

We also look favorably on projects that are going to receive funding from another source, for instance, another government ministry, a corporation or a foundation. Financial support can be dollar funding and it can also be in-kind support. Your group or another organization may be prepared to donate a set amount of staff time to the project. Or, a local company

or an organization may give you office space at no charge or let your project use its photocopier. Or, a municipality may give you free advertising space.

Support for your project shows us that people in your community believe in your project.

We need details on how you will spend the money we give you.

Preparing an accurate budget for your project application is very important. We need to know how you are planning to spend the grant money that you are requesting. We can fund any reasonable expense that is related to the cost of doing the project, including salaries for project staff, travel expenses, child care costs, disabled access costs, hall rentals, printing costs, advertising, office supplies, rental of office equipment, postage, conference speakers' honoraria, rental of a public address system, translation and insurance costs.

You can call us if you have questions about preparing a budget. We may be able to help you.

We cannot fund any capital expenditures, like the purchase of office equipment or a computer, although we can fund the rental of this equipment.

We cannot fund any of the costs of your group's on-going activities. The costs of your project must be kept separate from your group's everyday, on-going expenses.

**Will you
fund capital
expenses?**

Do we need insurance?

Your project will have to have liability insurance. If you need to buy this insurance, you can include the cost in your budget.

You must have liability insurance of at least \$1,000,000 to pay claims if an accident happens. The insurance will protect your group and its individual members from having to pay accident claims yourselves. The Ontario Women's Directorate and the Ontario government cannot be held responsible for claims made by people who may have been injured in some way as a result of your project.

For instance, if you are hosting a conference and have the appropriate liability insurance, a person, who hurt herself because you did not set up a display case properly, could be compensated for her damages if the display fell on her and broke her leg.

Your group may already have insurance coverage that will cover your project. Or, you may have to speak to insurance brokers to arrange coverage especially for your project. You can include this cost in your budget.

Make sure that your insurance coverage protects your group during the full length of your project.

A project application must explain what steps you will take to find out if your project did what you set out to do.

Our application form asks you how you plan to evaluate your project. When we give a group a grant for a project, we are accountable to the government and to taxpayers for the money. We have to report back on how the project went. This responsibility does not mean that we run your project for you or tell you what to do. But we do ask you to evaluate your project, to let us know what happened.

At the end of your project, we will send you an evaluation form to complete and return to us. It asks you to report on what you found out when you did your project evaluation.

The purpose of planning a project evaluation before you begin your project is to set up a structured way to find out what went right and what could have been done better. We know that projects do not always work out as planned. Your group will still be eligible for future funding even if your project evaluation shows that your project was not as successful as you had hoped.

Examples of evaluation plans

- **a project to organize a conference on training opportunities for francophone women.** Your evaluation plan could include a questionnaire for all participants

Do we have to evaluate our project?



to complete, telling you what they thought was good and bad about the conference.

■ **a project to bring together low-income women so that they can help each other find training and ways into the job market.**

You could arrange a feedback session with participants at the end of the project to find out if the project seems to have made any difference for them. Make notes on the discussion to include in a report. You could also plan to call participants a month after the activity is over to ask them how they are doing. When you are preparing your project budget, you should include the time it will take to make these calls and to write up the report as a project expense.

■ **a project to produce and distribute a booklet for assaulted women whose first language is not English or French.** Your project evaluation could include follow up telephone calls to community organizations to whom you sent the booklet asking them if they received the copies, if they are being distributed, and if they have any comments about them. Remember to include the time it takes and the cost of the evaluation in your project budget.

Your responsibilities if we fund your project

Your project has been accepted for funding.

If your project is accepted, we will send you a contract to sign and return to us. The contract means that we will give you a grant for the project that you described in your application.

We cannot send you a cheque until you have returned the signed contract and sent us proof that you have liability insurance to cover claims of up to \$1,000,000. You will receive a cheque 6–8 weeks after signing and returning the contract.

You may make some changes to the contract if necessary.

If there are errors in the contract we send you, you can correct them and then initial the changes. For instance, your project description or planned activities may have changed slightly. Or, the person with the authority to sign on behalf of your group may have changed or there is a new start date. You cannot change the amount of money that you are to receive from us.

Do we have to sign a contract before we start?

Can we change the contract?

You can begin your project once you have signed and returned the contract along with proof of liability insurance.

When can we start?



If your project is dependent on funding from us, you should not begin the project until you have received the contract. Once the contract is signed, you will probably be able to borrow money to cover costs for the first few weeks of your project, until you get a cheque from us.

For grants of more than \$10,000, we must pay you in at least two instalments and hold back 10 per cent of the grant until the project is over and you have met all the requirements in the contract.

Please give the Ontario Women's Directorate credit for funding your project.

Do we have to give the OWD credit?



We expect you to publicize the support that the Ontario Women's Directorate gave to your project. If you are publishing a booklet, please note our contribution in it. If you are hosting a conference, please note our contribution in the conference materials or at the conference.

Here is an example of an acknowledgement you can use: "We received financial support from the Ontario Women's Directorate for this project."

We want people to know that we are proud to sponsor projects like yours and that they too can come to us to fund their project.

After your project is over, we need a report from you.

When your project is over, we need to hear from you. You must send us three things:

1. a **financial report** on how you spent the money you received from the directorate. The financial report should list the different items that were in your budget in your application form. Show how much you actually spent on each item. The total of all the items should equal the amount of money you received from us. You have a choice. Your financial report can account only for the money you received from us. Or you can send us a full financial report on all project expenses, highlighting the ones paid for with our grant.
2. a **completed and signed evaluation form**. We will send you the form about one month before your project is supposed to end.
3. **four copies** of any booklets, pamphlets, reports or other materials that were produced by the project. You have the copyright for these materials.

You have about two months from the end of your project to send us these items. The exact date they are due will be in your contract. **Your group will not be eligible for any new grants from the directorate until we have received the completed reports and copies of materials produced during your project.**

What do we do when our project is over?

Community Grants Program — special funds

We have special funds for sexual assault and wife assault public education projects.

Every year, we have special funds available for small, public education projects on sexual assault and wife assault.

What kinds of projects do you fund?



These funds are for projects that will

- increase public awareness about sexual assault or wife assault
- help prevent assaults from occurring, or
- support women who have been assaulted.

We can fund projects involving women from one or more of our priority groups. (See page 6 for the list.)

A community group can receive up to \$2,000 for a project. A group with a project that will involve more than one region of Ontario can receive up to \$5,000.

Our sexual assault awareness campaign is in May.

Sexual Assault Local Public Education Grants are for projects that will coincide with the Ontario Women's Directorate's sexual assault awareness campaign in May.


Our wife assault awareness campaign is in November.

Wife Assault Local Public Education Grants are for projects that will coincide with the awareness campaign in November.

We will send you an application package if you ask.

Application packages for sexual assault local public education projects are sent out in December. Application packages for wife assault local public education projects are sent out in June.

If you would like to receive an application package or if you would like more information about these two special funds, you can call us at (416) 314-0375. We accept all collect calls. Or, you can send a FAX to (416) 314-0256.

 **How do we apply?**

Good luck!

We hope that this booklet answers your questions about the Ontario Women's Directorate's Community Grants Program and encourages you to talk to us about funding for your project. We are always pleased to hear about new projects and plans. Call the Community Grants office at (416) 314-0383 or (416) 314-0384. We accept all collect calls. Or, you can send a FAX to (416) 314-0256.

Nos services sont également disponible en français.

We look forward to hearing from you.

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12th Floor, 2 Carlton Street
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M5B 2M9

